

MPUMALANGA DEPARTMENT OF HEALTH

“SIYANAKEKELA”

CHIEF DIRECTOR: HOSPITAL SERVICES

Centre: Provincial Office, Nelspruit

Salary: R1 042 500 p.a. [Level 14] all inclusive SMS package that must be structured according to the SMS dispensation. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. The recommended candidates will be subjected to a competency assessment. The successful candidate must sign a performance agreement.

Reference No.: MPDoH/March/16/01

Requirements: A tertiary qualification, preferably in Health Sciences and at least five (5) years relevant experience in the public health service or An undergraduate qualification (NQF Level 7) as recognized by SAQA with (5) five years' experience as a Senior Manager. A Master's Degree in Public Health and a postgraduate Management qualification will be an added advantage. **Knowledge, skills, and competencies:** Sound knowledge of and experience in health services delivery at hospital level within the District Health System in line with relevant legislation and policies. Strategic capabilities and leadership, financial management, project management, problem-solving and analysis skills. Change management. Good negotiating, decision-making, inter-personal and time management skills. Computer literacy. Conflict management, client orientation and customer focus. A pro-active thinker with excellent decision making skills. Ability to communicate and implement strategic objectives within an overall provincial framework. Possession of a valid Code B driver's license.

Duties: Ensure optimal provision of integrated and appropriate health services and programmes for the entire Province. Develop, maintain and implement the strategies, policies and programmes in line with local, provincial and national legislation, strategies and plans. Provide strategic leadership and human resource management and development. Develop and maintain the budget of the Chief Directorate to meet the health and service needs of the district in accordance with all the prescripts. Represent the Chief Directorate and the department at relevant fora. Manage and facilitate the provision of hospital services in the District. Facilitate the implementation of provincial Health Policies. Manage and coordinate Hospital Organization and Community Health Services. Coordinate and facilitate the intra and inter district referral system.

CHIEF DIRECTOR: DISTRICT HEALTH

Centre: Gert Sibande District Office, Ermelo

Salary: R1 042 500 p.a. [Level 14] all inclusive SMS package that must be structured according to the SMS dispensation. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. The recommended candidates will be subjected to a competency assessment. The successful candidate must sign a performance agreement.

Reference No.: MPDoH/March/16/02

Requirements: A post-graduate degree / diploma in health related field or equivalent qualification. Five (5) years' experience in Senior Management Services preferably in health related field or an undergraduate qualification (NQF Level 7) as recognized by SAQA with (5) five years' experience as a Senior Manager. An honours or master's degree will be an added advantage. Knowledge and understanding of the District Health System, including District hospitals and Community Based Services. Experience in accounting to communities e.g. Health committees and Facility Boards. Knowledge and experience of financial and human resource management applicable to the Public Service. Proven experience in the provision and management of health services. Knowledge and understanding of the Department of Health Mpumalanga Comprehensive Service Plan. Familiar with the drafting and implementation of both Annual Performance and District Health Plans. Verbal and written communication skills. Driver's license.

Duties: Provide Strategic Support And Quality Assurance Services. Manage the provision of hospital and Primary Health Care services at district level. Manage the provision of Primary Health Care (PHC) services. Render financial management services. Render corporate support services. Manage the implementation of the full package of district health services (including district hospitals and sub-acute services) within the district in line with the Departmental Comprehensive Service Plan. Manage key partnerships within the district, especially with the communities, local government, universities and non-profit organizations (NGO's). **Additional to Gert Sibande:** Monitor the implementation of National Health Insurance Pilot Project throughout the District.

DIRECTOR: INFORMATION AND COMMUNICATION TECHNOLOGY

Centre: Provincial Office, Nelspruit

Salary: R864 177 p.a. [Level 13] all inclusive SMS package that must be structured according to the SMS dispensation. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. The recommended candidates will be subjected to a competency assessment. The successful candidate must sign a performance agreement.

Reference No.: MPDoH/March/16/03

Requirements: A Bachelor's Degree in IT or communications field or an undergraduate qualification (NQF Level 7) as recognized by SAQA with (05) five years' experience at Middle Management Services Level. Knowledge of deployment of strategic information technology plan. Experience in communication and / or ICT environment. Project Management diploma/ certificate. Managerial experience. Computer Science with 5 years' experience in the key role in ICT or National Diploma in ICT/IT with 5 years' experience directly related to the duties and responsibilities specified. **Knowledge and Skills:** Advanced knowledge of Windows 2003/2008, Active Directory, MS Exchange Server 2007/2010 and Microsoft Office 2007/2010. Advanced knowledge of Backup and Tape Solutions. LAN and WAN networking/troubleshooting. Extensive knowledge of Cisco router/switch configuration. SAN Administration. Extensive knowledge of Virtualization Solutions. Extensive knowledge of Server Clustering Technology (Microsoft Clustering). Extensive knowledge of Hyper Technology. Leading edge IT security practices and standards. Extensive Knowledge in the following: Backup and file duplication Technology, WAN Compression Technology. Good business analysis abilities. Good project management; Good network and telecommunications security; Sound problem solving abilities; proactive and resourceful abilities.

Duties: Strategic management of ICT and corporate communications within the department. Develop and implement departmental IT Strategy and policies. Managing the provision of Information Technology systems that are effective in supporting the Department's objectives to improve service delivery. Develop and implement a selective IT sourcing strategy for the Department. Overseeing the functioning of the Departmental Information Technology Committee. Manage the development and maintenance of the Departmental website. Strategically managing the provision of IT support to the departmental officials. Manage knowledge and information management in the Department. Manage the resources of the Directorate. Ensure development and implementation of business continuity and disaster recovery plans. Design and implement all aspects of the departmental network. Ensure effective management and availability of production, staging and development infrastructure. Serve as liaison between the IT Infrastructure team and operational departments across the department. Manage software licenses on a company-wide basis. Ensure staff development and evaluation of performance.

DIRECTOR: PHARMACEUTICAL SERVICES

Centre: Provincial Office, Nelspruit

Salary: R864 177 p.a. [Level 13] all inclusive SMS package that must be structured according to the SMS dispensation. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. The recommended candidates will be subjected to a competency assessment. The successful candidate must sign a performance agreement.

Reference No.: MPDoH/March/16/04

Requirements: A Pharmacy Bachelor's degree. Current proof of registration with South African Pharmacy Council. Bachelor's degree in pharmacology and / or equivalent or an undergraduate qualification (NQF Level 7) as recognized by SAQA with (05) five years' experience at Middle Management Services Level. At least 5 years relevant working experience in managerial position. Current registration with South African Pharmacy Council as a Pharmacist (proof of registration must be attached). Knowledge of Provincial and national health policies, procedures and delegation pertaining to pharmacist, including essential drug list standard treatment guidelines and districts health system plan. Innovative, analytical thinking coupled with commitment to service excellence based on sound ethical principles. Ability to initiate, co-ordinate, manage and sustain the programme through interactive approach. Appropriately theoretical and clinical knowledge. Sound organization, planning and decision making abilities. A valid driver's license.

Duties: Manage proper selection and procurement of drugs and surgical items for the hospital. Manage rational use of drugs. Assist with the development of a hospital medicine formula. Manage and develop pharmacist interns and pharmacy support personnel. Monitor expenditure on pharmaceutical and surgical items. Manage performance of stock control functions. Manage proper reconciliation of pharmaceutical accounts. Attend provincial and national meetings at the Pharmacy Council and give feedback to both senior management and sub-ordinates. Supervision staff.

DIRECTOR: SUPPLY CHAIN MANAGEMENT

Centre: Provincial Office, Nelspruit

Salary: R864 177 p.a. [Level 13] all inclusive SMS package that must be structured according to the SMS dispensation. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. The recommended candidates will be subjected to a competency assessment. The successful candidate must sign a performance agreement.

Reference No.: MPDoH/March/16/05

Requirements: Bachelor's degree in Finance or an undergraduate qualification (NQF Level 7) as recognized by SAQA with (05) five years' experience at Middle Management Services Level. At least 5 years relevant working experience in managerial position.

Vast knowledge and experience in procurement legislation, procedures and processes including the supply chain management framework and asset management guidelines. The PPPFA, the PFMA and Treasury Regulations. Project management and excellent problem-solving skills. Excellent communication (verbal, written and presentation) skills. Strong leadership and management skills and the ability to develop a strong work team. Motivated and output and outcome driven. Good interpersonal relations and ability to work with people at all levels. **The ideal candidate should have the following qualities:** Proven innovative and creative ability. Financial management skills. Change management. Knowledge management. Service delivery innovations. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Honesty and integrity.

Duties: Manage the Supply Chain Management (demand, procurement, stores, contracts, assets and transport). Develop, review, maintain and implement strategies, policies, processes, standards, guidelines, procedures and monitoring tools in line with legislation and regulations with an emphasis on improved service delivery. Provide strategic guidance and advice on policy and regulatory matters of supply chain management and security. Ensure proper bid administration. Maintain, enhance and manage a service provider database with an emphasis to increased BBBEE. Ensure timeous payment of service providers. Manage all assets, including the recording of acquisitions, depreciation calculations, disposals, transfers, write offs and safekeeping. Ensure effective contract monitoring and management. Ensure the development of capacity building programmes / training to Programme and Responsibility managers, Chief Users and employees. Develop performance and computer measurement and monitoring systems of risk management to resolve complex and sensitive SCM processes and delivery of Supply Chain Management services. Ensure sound financial, human resource and performance management of the supply chain management directorate.

N.B. Security clearance will be conducted before appointment is made

N.B. The post for Director: Supply Chain Management is being re-advertised and those who applied previously need to reapply.

DIRECTOR: HAST

Centre: Provincial Office (Nelspruit)

Salary: R864 177 p.a. [Level 13] all inclusive SMS package that must be structured according to the SMS dispensation. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. The recommended candidates will be subjected to a competency assessment. The successful candidate must sign a performance agreement.

Reference No.: MPDoH/March/16/06

Requirements: Appropriate recognized post-graduate degree or equivalent qualification preferably in Public Health. At least three (3) years' experience in HIV,

AIDS, STI and TB Management. At least three (3) years' experience at Senior Management level. Must possess extensive leadership skills, strategic capabilities, and Financial Management program and Project Management skills. Must be innovative and have good communication skills (verbal and written). Human Resource Management. Must have good analytical problem solving skills, Must also have knowledge in Information Management and Research. Knowledge and understanding of the District Health system. Full understanding of the Comprehensive Care Management Treatment and Support including TB Leadership and strategic planning abilities. Computer literacy. Willingness to travel and work beyond normal working hours. A valid Code B driver's license.

Duties: Provide strategic leadership to the Head of Department on HIV and AIDS and TB issues. Co-ordinate and support the integration of the HIV and AIDS, STI and TB Programmes with other health-care programmes in the province. Facilitate, prepare and monitor the budget for the programmes. Ensure efficient management and functioning of the Provincial Nerve Centre. Co-ordinate information management on the HAS, TB and related programmes. Monitor and evaluate effectiveness of the HIV and AIDS, STI and related programmes. Facilitate the development of provincial policies in line with the national policy guidelines and protocols. Attend all Senior Management meetings including national meetings.

DIRECTOR: ADVOCACY COMMUNICATION AND SOCIAL MOBILIZATION

Centre: Provincial Office, Nelspruit

Salary: R864 177 p.a. [Level 13] all inclusive SMS package that must be structured according to the SMS dispensation. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. The recommended candidates will be subjected to a competency assessment. The successful candidate must sign a performance agreement.

Reference No.: MPDoH/March/16/07

Requirements: Appropriate Bachelor's Degree and/or equivalent qualification in health sciences or an undergraduate qualification (NQF Level 7) as recognized by SAQA with (05) five years' experience at Middle Management Services Level. At least 5 years relevant working experience in managerial position with at least 5 years relevant experience in health information and Communication. **Knowledge, Skills and Competencies:** Extensive knowledge of the District Health Information System. Good presentation Skills and ability to Communicate at all levels. Advanced knowledge of the MS Words, Excel and PowerPoint. Good analytical Skills. Report writing Skills. Possession of a valid Code B, driver's license.

Duties: Coordinate and manage partners and sectors to implement HIV and AIDS, STI and TB programmes. Establish and strengthen Provincial, Districts and Local AIDS Councils. Convene and coordinate Provincial, Districts and Local Structures to provide guidance and support for ward-based service delivery models. Ensure delivery of

comprehensive HIV and AIDS, STIs and TB services in public and private sectors facilities. Ensure mainstreaming of HIV and AIDS, TB in Districts, and local government. Strengthen the integration of HAST programmes at provincial, district, sub-district and facility level. Mobilize decisions makers and communities on HIV and AIDS, STIs and TB programmes and policies. Advocate for policy reviews and implementation. Plan and manage social mobilization interventions to raise awareness on public health issues. Plan targeted social mobilization and Behaviour Change Communication for vulnerable groups and difficult to reach population. Produce information, education and communication (IEC) material to support awareness on HIV and AIDS, STIs and TB issues. Communicate HIV and AIDS, STIs, and TB policies and programmes to the general public. Participate in National, Provincial and District communication to enhance provincial communication strategies. Compile HAST information for media briefs, statements for provincial Leadership. Liaise with local media and radio to promote awareness on HIV, TB, communicable and non-communicable diseases. Produce communication and social mobilization plans for the programme.

**DEPUTY DIRECTOR: PRINCIPAL DATA TECHNOLOGIST
(Server Management)**

Centre: Provincial Office, Nelspruit

Salary: R569 538 p.a. [Level 11] an all-inclusive remuneration package. The recommended candidates will be subjected to a competency assessment.

Reference No.: MPDoH/March/16/08

Requirements: Degree in Computer Science with 3 years' experience in key role in ICT or National Diploma in ICT/IT with 3 years' experience directly related to the duties and responsibilities specified. Knowledge and Skills: Working knowledge of Windows 2003/2008, Active Directory, MS Exchange Server 2007/2010 and Microsoft Office 2007/2010. Working knowledge of Backup and Tape Solutions. LAN and WAN networking/troubleshooting. Working knowledge of CISCO router/switch configuration. SAN administration. Working knowledge of Virtualization Solutions. (Working knowledge of Server Clustering Technology (Microsoft Clustering) working knowledge of Hyper Technology. Leading edge IT security practices and standards. Knowledge in the following: Backup and file duplication Technology, WAN Compression Technology. Good business analysis abilities; Good project management; Good network and telecommunications security; Sound problem solving abilities; proactive and resourceful abilities.

Duties: Develop and implement the overall strategy for all aspects of our data centres and infrastructure. Day-to-day management of departmental infrastructure across the head office and departmental regions. Develop and implement business continuity and disaster recovery plans. Design and implement all aspects of the departmental network. Responsible for departmental security design, assessment and remediation. Ensure effective management and availability of production, staging and development infrastructure. Plan and manage the departmental telecommunications infrastructure. Serve as liaison between the IT Infrastructure team and operational departments across the department. Manage software licenses on a company-wide basis.

**DEPUTY DIRECTOR: ICT CLIENT SERVICES AND INFRASTRUCTURE
MANAGEMENT**

Centre: Provincial Office, Nelspruit

Salary: R569 538 p.a. [Level 11] an all-inclusive remuneration package. The recommended candidates will be subjected to a competency assessment.

Reference No.: MPDoH/March/16/09

Requirements: Diploma in Information Technology with 3 years' experience or Matric Certificate plus 10 years working experience in IT/ICT and equivalent ICT/IT qualification e.g. ITIL Certificate. Knowledge of IT Client Services. Knowledge and experience on management level. Extensive practical knowledge of ICT Systems and Support (Transversal System). ICT Infrastructure (LAN and WAN) Support. Understanding of strategic role of ICT in organizations. Strong planning knowledge, decision making and other administrative skills. Ability to interpret ICT policies and standards. Application of the legislative framework governing the public service e.g. Public Service Act, Labour Relation Act, PFMA. Experience in project leading and management, Business process analysis and modelling, ICT regulatory framework and policy regime. Negotiation skills. Presentation skills. People management skills. Time management. Communication both formal and informal including professionalism, accuracy, and flexibility, supportive. Willingness to work under pressure and Client focused.

Duties: Provide ICT infrastructure and Systems support including maintenance of all departmental systems. Ensure IT Service Continuity. Implement ICT Infrastructure Methodologies, policies and procedures. Ensure system support maintenance of transversal Systems. Management of ICT Infrastructure and Systems Service Level Agreements (SLA). Promote and oversee relationship between the department and SITA and other external parties. Ensure proper controls are in place for effective utilization of ICT services. Manage ICT infrastructure and systems audits. Develop ICT Management reports, Implement ICT standards and best practices, ICT equipment and configuration management including procurement. Manage Human Resources and IT Budget.

**HEAD OF DEPARTMENT: CLINICAL SKILLS LABORATORY AND SIMULATION
TECHNICIAN**

Centre: Mpumalanga College of Nursing: KaBokweni

Salary: R446 031 – R473 187 p.a. plus benefits

Reference No.: MPDoH/March/16/10

Requirements: A minimum of 9 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the 1-year Post-Basic qualification in Nursing Education. A high degree of competent i standard IT systems and the aptitude to learn and apply new systems is also desirable

Duties: Oversee a learning management system and provide special learning Technologies. Coordinate daily operations and assist in running of training scenarios and utilization of the simulation equipment's. Provide technical support for all simulation operations; course preparation and cleanup; maintenance and repair of human patient simulators and associated computers/software, prepare, operate and maintain the anatomic models, task trainers, and full body computerized patient simulators; set-up rooms for simulation course, training; ensure efficient operation of the programs

HEAD OF DEPARTMENT: BRIDGING COURSE (PN-D3)

Centre: Mpumalanga College of Nursing, KaBokweni

Salary: R446 031 – R473 187 p.a. plus benefits

Reference No.: MPDoH/March/16/11

Requirements : Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse; Post-Basic qualification in Nursing Education registered with SANC; Valid driver's license; Computer literacy. SANC as Professional Nurse in Nursing Education. A minimum of 9 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing; At least 5 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the 1-year Post-Basic qualification in Nursing Education.

Duties: Co-ordinate theory and practical for Bridging course for the basic program; Develop and design curricula; Conduct research in own field; Guide, supervise and evaluate performance of academic staff working under him/her and that of students; Compile, keep records and reports of his/her span of control; Implement national, provincial and institutional policies relevant to the discipline; Promote team work amongst team members; Teach Bridging course; Be willing to travel in and out of the province.

HEAD OF DEPARTMENT: MIDWIFERY (PN-D3)

Centre: Mpumalanga College of Nursing, KaBokweni

Salary: R446 031 – R473 187 p.a. plus relevant benefits

Reference No.: MPDoH/March/16/12

Requirements : Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse; Post-Basic qualification in Nursing Education registered with SANC; Valid driver's license; Computer literacy. SANC as Professional Nurse in Nursing Education. A minimum of 9 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General nursing; At least 5 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the 1-year Post-Basic qualification in Nursing Education.

Duties: Co-ordinate theory and practical for Midwifery for the basic program. Develop and design curricula. Conduct research in own field. Guide, supervise and evaluate performance of academic staff working under him/her and that of students. Compile, keep records and reports of his/her span of control. Implement national, provincial and institutional policies relevant to the discipline. Promote team work amongst team members. Teach Midwifery. Be willing to travel in and out of the province.

LECTURER GRADE 1 (PN-D1) (5 Posts)
Centre: Mpumalanga College of Nursing, KaBokweni
Salary: R294 861 – R341 835 p.a. plus benefits
Reference No.: MPDoH/March/16/13

Requirements: Basic R245 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse PLUS a Post-Basic qualification in Nursing Education registered with SANC.SANC as Professional Nurse in Nursing Education. A minimum of 4 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing.

Duties: Provide education and training to student nurses, co-ordinate clinical learning exposure to students between college and clinical areas, support the mission and promote the image of the college, implement assessment strategies to determine competencies and exercise control over students.

ASSISTANT DIRECTOR: RISK MANAGEMENT (2 Posts)
Center: Provincial Office, Nelspruit
Salary: R314 709 p.a. [Level10] plus benefits
Reference No.: MPDoH/March/16/14

Requirements: Appropriate Bachelor's Degree or National Diploma in Internal Auditing/ Accounting/ Risk Management. At least 5 years' experience in an audit or risk management environment. Knowledge of the PFMA, Treasury Regulations, Risk Management Framework (COSO). Analytical thinking, interpersonal relations, project management, strategic leadership and team player, report writing, presentation, communication and computer skills. A valid driver's license.

Duties: Assist in implementation of the Departmental Risk Management Strategy. Co-ordinate and facilitate risk management workshops within the Department. Extract risk information and develop risk profiles for the Department. Monitor and evaluate the departmental performance against action plans in relation to risk management processes, strategy and charters. Assist in management of the secretariat operations and functions for the Risk Management Committee on behalf of the sub-directorate. Develop and maintain a risk database and risk register for the Department.

INFORMATION OFFICER

Centre: Various Sub-districts at Gert Sibande, Nkangala and Ehlanzeni Districts

Salary: R196 278 p.a. [Level 7] plus benefits

Reference No.: MPDOH/March/16/15

Requirements: Bachelor's degree and/or 7 years' experience in Information System or equivalent. Matric Certificate with at least 6 years' experience in health information. Extensive knowledge of the DHIS (District Health Information System). Good presentation skills and ability to communicate at all levels. Advanced knowledge of Ms Word, Excel and Power point. Good analytic skills. Report writing skills. Ability to work under pressure and to meet deadlines. A valid driver's license.

Duties: To coordinate implementation of the health information systems in the sub-district/facility. Support health workers in the implementation of the information systems and in data collection. Conduct data quality assessments. Ensure monthly and quarterly reporting of information to the district and province. Facilitate other information not Collected by the DHIS. Support sub-district/facility managers, programme managers and management. Develop capacity in information Management. Generate reports as required. Participate actively in health information issues and research.

MEDICAL OFFICER Gr 1 TO 3 (50 posts) [Data Base]

Centre: Various Hospitals in Gert Sibande, Nkangala and Ehlanzeni Districts

Salary: R637 845 – 1 058 184 p.a. as per OSD requirements

Reference No: MPDoH/March/16/16

Requirements: MBCHB degree or equivalent qualification from a recognized university. Current registration with the HPCSA as a medical practitioner. A valid work permit for non-South African citizens. Minimum of 5 or 10 years' experience after community service. Sound knowledge of medical ethics. Additional experience in relevant discipline will serve as a recommendation. **Competencies:** Professional competence in and knowledge of the application of clinical services. Knowledge of current clinical literature, current protocols, legislation, regulations and policies. Skills in terms of consultation, history taking, examination, clinical assessment, management and clinical procedures. Good Communication, problem solving and conflict management skills. Report writing skills, research and development of self and teaching of others. Facilitation, coordination, liaison, networking and decision making skills. Demonstrable ability to use health information for planning. Professionalism, accuracy, flexibility, independence and ethical behaviour. Multidisciplinary management and teamwork. Computer literacy.

Duties: Provide clinical care to patients. Perform after hour's duties and outreach programmed. Participate in continues medical education. Perform medical procedures.

Provide holistic patient care inclusive of preventative treatment and rehabilitation. Provide ongoing medical management of patients with chronic medical conditions. Give medical input into team management. Supervise other MOs in proper taking, management and storage of health information, including discharge summaries. Deal with disability grants assessment. Provide input in medico-legal problems

PROFESSIONAL NURSE (GENERAL) GR 1 TO 3 [50 posts]

Centre: Various Hospitals in Gert Sibande, Nkangala and Ehlanzeni Districts

Salary: R294 861- 446 031 p.a. plus 12% rural allowance

Reference No: MPDoH/March/16/17

Requirements: Basic qualification accredited by the SANC in terms of Government Notice 425 (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows for registration with the SANC as a professional Nurse plus a post-basic nursing qualification with a duration of at least one(1) year, accredited with SANC in terms of Government Notice No.R212 in the relevant speciality. Current proof of registration with the South African Nursing Council as a Professional Nurse. Nine (9) years appropriate or recognisable experience in nursing after registration as a Professional Nurse in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognisable experience after post-basic qualification in the relevant speciality. Good leadership and management abilities.

Duties: Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Co-ordinate and implementation of the nursing care plan and evaluation thereof.

Provide relevant health information to the health care users and assist in achieving optimal health care. Maintain constructive work relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectorial and multidisciplinary team work). Participate in the analysis and implementation of nursing guidelines, practice standards and procedures. Monitor and ensure proper utilisation of human, financial and physical resources. Utilize information technology and other management information systems to manage information for the enhancement of service delivery.

PROFESSIONAL NURSE GR 1 - 3: SPECIALTY (50 posts) Data base

Centre: Various Hospitals in Gert Sibande, Nkangala and Ehlanzeni Districts

Salary: R195 819 - 280 149 p.a. (OSD requirements) plus 12% rural allowance

Reference No: MPDoH/March/16/18

Requirements: Basic qualification accredited by the SANC in terms of Government Notice 425 (i.e. Diploma/ Degree in various specialties) as a professional Nurse. At least two (2) years' experience as a Theatre Nurse. Registered with the SANC as a Registered Nurse and relevant specialty. Experience in specialty areas of Nursing. Good Relations. Ability to work under pressure. At least 4 years as a Professional Nurse and year specialty experience.

Duties: Knowledge and understanding of Nursing legislation and related legal and ethical nursing practice in accordance with the scope of practice and standards as

determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of standards as determined by the relevant health facility. Effectively communicate with patients, supervisors and other clinicians, including report writing when required, display concern for patients, promoting and advocating proper care.

Work as part of multi-disciplinary team to ensure good nursing care, co-operatively and amicable with persons of diverse intellectual, racial or religious differences. Must be able to plan and organize own work and that of support personnel to ensure proper nursing care.

ALL APPLICATIONS FOR POSTS MUST BE POSTED TO:

**Acting Head of Department
Department of Health
Mpumalanga Province
Private Bag X 11 285
Nelspruit
1200**

ENQUIRIES: MS. DOLLY KHOZA

CLOSING DATE FOR THE POSTS: Thursday, 01 APRIL 2016 (at 14h00 sharp) all applications received after the closing date and time will NOT be entertained.

Apply as early as possible to avoid disappointments, please.

The Department of Health is an equal opportunity, affirmative action employer. It is our intention to promote representatively in respect of race, gender and disability through the filling of these positions. Candidates whose transfer/promotion/appointment will promote representivity will receive preference. **(People with disabilities are requested to apply and indicate such in their application forms)**

Application should be submitted on Z83 form obtainable from any public services

Department and should be accompanied by recently certified copies of qualifications (preferably within 3 months), ID/passport and curriculum vitae. Please quote the CORRECT references on your form and where possible the station/Centre where the post is.

PLEASE NOTE: ONE APPLICATION FORM PER POST. No faxed applications will be accepted. **(Copy of certified copy is not allowed)**

NB: Candidates who are not contacted within 3 months after the closing date must Consider their applications as having been unsuccessful except for professional posts, which will be finalized within 4 months.

In line with the vetting strategy of the Public Service, personal details of applicants will be verified during the selection process.

NB: The information on requirements and duties is available on Departmental Web Site: www.mpuhealth.gov.za